

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

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May 20, 1986

MEMORANDUM FOR MR. JIM COLLINS
Department of State

MR. JIM FAZIO
Department of State

COL JIM MCCOY
National Military Command Center

COL TOM O'KEEFE
National Military Intelligence Center

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National Security Agency

MR. JERRY RUBINO
Department of Justice

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Central Intelligence Agency

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SUBJECT: NOIWON Procedures (U)

Attached for your review and comment is a draft of new Standard Operating Procedures for the use of the NOIWON circuit. Please send me any recommended changes by 10 June 1986 so that all inputs can be compiled and incorporated. (U)

Ronald C. St. Martin
Ronald C. St. Martin
Senior Director
Crisis Management Center
National Security Council

cc: John Bird, NIO Warning
ACSI, Army
Director of Naval Intelligence
ASCI, Air Force

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NATIONAL OPERATIONS AND INTELLIGENCE WATCH OFFICERS NET

(NOIWON)

STANDARD OPERATING PROCEDURES (U)

1. Background. The NOIWON is a dedicated, secure, telephone conference system designed for the rapid exchange of high interest and normally time-sensitive information between key Washington area intelligence and operations centers. (C)
2. Purpose. The purpose of this SOP is to establish the organization, functions, responsibilities and procedures for the NOIWON. This document supercedes all previous editions of NOIWON SOP. (C)
3. Organization. (C)
 - a. Members of the NOIWON:
 - White House Situation Room (WHSR)
 - Operations Center, Department of State
 - INR Watch Office, Department of State (INR)
 - National Military Command Center (NMCC)
 - National Military Intelligence Center (NMIC)
 - National SIGINT Operations Center (NSOC)
 - Operations Center, Department of Justice
 - Operations Center, CIA
 - b. Observers
 - Assistant Chief of Staff, Intelligence, Army
 - Director of Naval Intelligence
 - Assistant Chief of Staff, Intelligence, Air Force
 - Director of Intelligence, Marine Corps
 - c. Others. Additions to NOIWON membership or the group of observers will be tabled for discussion at a regularly scheduled meeting of the Washington Area Operations Centers Chiefs. This group will forward their recommendations to the Senior Director, Crisis Management Center, National Security Council for appropriate action. (C)
4. Functions. The function of the NOIWON is to provide a medium for the members to exchange information in the timely and secure

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-2-

fashion. The NOIWON is not to be used to issue tasking for collection, analysis or production. (C)

5. Responsibilities. (U)

*THIS SECTION SUBSTANTIALLY
CHANGES NFIB AGREEMENT (ATTACHED)*

a. The Senior Director, Crisis Management Center, National Security Council is responsible for the overall administration of the NOIWON. Specific responsibilities include:

(1) Coordinate the establishment of, and adherence to procedures.

(2) Coordinate the resolution of technical problems.

(3) Administer system upgrades and organizational changes.

(4) Coordinate programming and budget matters related to the NOIWON. (C)

b. The White House Communications Agency will investigate and resolve all communications matters related to system reliability, fidelity and quality control. It will also conduct periodic checks of the system to ensure its constant integrity and efficiency. (C)

c. The Intelligence Community staff will advise and assist the Senior Director, Crisis Management Center, NSC on resource matters.

d. All members and observers will:

(1) Adhere to the procedures agreed to in this document.

(2) Maintain their communications equipment.

(3) Conduct training necessary to ensure effective and efficient operation.

(4) Inform the Senior Director, Crisis Management Center, NSC of problems or suggestions. (C)

6. Procedures. (U)

a. CRITERIA FOR INITIATION. Any member can initiate a NOIWON call if the agency has significant information bearing on the national security of the United States which should be shared with the other members. Conversely, any member that perceives an urgent and potentially serious situation can initiate a NOIWON call to gather information from other members. Establishment of crisis task forces, changes in DEFCON and major changes in I&W

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-3-

conditions should merit a NOIWON call. At the very least, any member or observer whose parent department (or department component) issues a CRITIC will initiate a NOIWON call to facilitate the exchange of information. (C)

b. CONTENT OF CALL. All information exchanged on the NOIWON will be attributable to the originating member, unless specific caveats are attached to the information by the member. In other words, any information gained through the call can be passed to the respective agency heads unless it is specifically identified as an analyst-to-analyst exchange. The intent is to use the NOIWON as a medium for the exchange of both official and unofficial information. Members and observers will limit use of the phone to those personnel authorized SI/TK/G access; caveats such as NODIS, LIMDIS, EXDIS and ORCON must be specified appropriately. (C)

c. CALL-UP. To initiate a NOIWON call, the originator will call the secure White House switchboard using the dedicated line and ask the operator to establish a NOIWON call. (C)

d. CONTROL. To establish net discipline, the convening member will:

- (1) Enforce net discipline and adherence to procedures.
- (2) Call the roll in the order members listed in paragraph 3. Members will respond with their agency names; observers will not respond.
- (3) State the classification and purpose of the call.
- (4) Conduct the conference.
- (5) Ensure that members identify, by exception, any information that should be treated with reserve or protected.
- (6) Restate the classification of the information, especially if higher than announced at the onset of the conference.
- (7) Terminate the conference by stating. "The NOIWON is terminated."
- (8) Notify the White House secure switchboard of any technical problems encountered during the call.
- (9) Report procedural problems to the Senior Director, Crisis Management Center, NSC. (C)

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-4-

e. CONFERENCE. Discussion of the issue is encouraged, but in an orderly manner. Bilateral conversations between two members should not occur. Tape recordings of the call are allowed, as long as the fidelity of the circuit is not degraded and the recordings are handled in accordance with applicable security directives. Any member or observer that does not have a push-to-talk handset should cover the mouthpiece when not talking to minimize background noise. (C)

7. Execution. Each member and observer will ensure adherence to these procedures. Local, supplementary instructions may be promulgated as desired. Recommendations, requests and comments regarding these procedures may be addressed to:

Senior Director, Crisis Management Center
National Security Council
The White House
Washington, DC 20500
Telephone: (202) 395-7310 (C)

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Attachments:

NFIB 71.11/22, 3 Jul 80

USIB D-71.11/11, 3 Mar 75